

Executive Child Development Center Inc. (ECDC) - PARENT HANDBOOK

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Introduction

ECDC is a non-profit, parent corporation providing child care for the National Institutes of Health (NIH) and the surrounding community. The members and Board of Directors are comprised of the parents of the children enrolled in the child care program. The Center has been opened and operating since 1975. ECDC is licensed by the Maryland Child Care Administration and has a Certificate of Approval from the Maryland Department of Education for the Preschool and Kindergarten programs. The Center is accredited by the National Association for the Education of Young Children.

Description of the Program

Philosophy

ECDC provides a warm, nurturing, and safe environment where children get to do what children like to do: play games, learn new skills, talk with their friends. We offer a curriculum that allows children to learn at their own rate and make their own choices. There is a wide range of activities including sports, reading, games, long-term activities, and most importantly, projects generated by the children's own ideas. Our Activities reflect that fact that children's needs, interests, and abilities change with their age.

Children

ECDC serves approximately 220 children of diverse economic and ethnic backgrounds. School-age children attend Wyngate, Luxmanor, Farmland, Tilden Middle School, and several private schools in the area. The Montgomery County Public Schools provides morning and afternoon busing for children attending the public schools listed above.

The children at ECDC benefit socially and intellectually from being in a multicultural environment, which allows them to learn respect and appreciation for people of different countries and backgrounds.

Staff

Our policy is to employ teachers of mixed ethnic backgrounds, and to provide children with a balance of both male and female teachers. The program also relies heavily on the community for interested volunteers to supplement the child/staff ratios. All staff must submit and be found suitable for work with children by the Federal Protective Services Security Bureau.

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Parent Participation

Parents of children enrolled in ECDC programs are encouraged to participate in the program. We invite you to visit the Center anytime. It is the responsibility of the parent to read announcements and return forms for field trips fees.

Please check the bulletin boards and your child's classroom mailbox daily for information about activities, projects, trips and special notices.

Parent/Teacher Conferences

Staff members will schedule conferences at parent's request to discuss the progress of any child and any problems, which have occurred. Parents are encouraged to visit and participate in classroom activities. Please arrange these visits with the appropriate teacher.

Program Evaluation

We are continually evaluating our curricula, policies, and procedures. Periodically, we will ask you to fill out formal evaluation forms. Your comments and suggestions are always welcome, so please communicate with us. No concern is too small! The ECDC staff meets regularly to evaluate their own programs.

General Schedule

Calendar

ECDC is open 7:30 a.m. to 6:30 p.m., Monday through Friday, including an all-day Summer Camp Program. The Center is closed all Federal holidays and three professional days per year.

Early Drop-off Policy

We will not be responsible for children left unsupervised before our official opening time

Late Pick-up Penalties

If your child is picked up after 6:00 p.m., you will owe a late fee of \$5.00 for each five-minute period, or portion thereof, after the scheduled time. This late pick-up fee is due to the teacher immediately at the time of pick-up. If your child is picked up over thirty minutes late, he/she may not be admitted to the Center the following day

Holiday Schedule

The Center will be closed on the following days in accordance with the Federal Government schedule, in addition to two professional days. There will be no refund or credit against the tuition fee for these days:

- New Year's Day
- President's Day
- MLK Jr. Birthday
- Memorial Day
- June Professional Day
- Independence Day
- Labor Day

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- Columbus day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

Inclement Weather Closings

ECDC is closed only if the Federal Government is closed. If the Center closes early under these conditions after already having opened, staff will wait until all children have been picked up. Parents should pick up their children as soon as possible, as the late fee policy will be enforced two hours after the Federal Government closes. If a parent cannot be reached by that time, the child will be allowed to go home with another parent or teacher previously authorized by the parents.

In the event that MCPS closes for the entire day (not the Central Office), the following policies will take effect:

- The Center will open at 7:30 a.m. for full-time children.
- The School-Age Program will be opened 2:00 p.m. to 6:00 p.m. with optional pre-paid sign-up for 9:00 a.m. to 2:00 p.m. (fifteen dollars per day). AM/PM children may come when the Center opened a 7:30 a.m. PM children may come only at 9:00 a.m. All School -Age children must sign up and pay in advance for 9:00 a.m. to 2:00 p.m.
- If MCPS closes early, the School-Age Programs opens at that time.
- If MCPS opens late, the Center is open at 7:30 a.m. for all school-age children enrolled in the morning programs. After-School only children may not attend.
- If MCPS is closed for an entire day or has early closing/late opening, Extended-Kindergarteners (9:00 a.m. - 3:00 p.m.) may not attend. Refer to the specific handbook section for Kindergarten Complement Programs.

Enrollment

Eligibility/Equal Opportunity

ECDC is open to all age children, ages 6 weeks to 12 years. Children are admitted to programs without regard to race, creed, sex, disability, or socioeconomic class. NO discrimination is practiced in the treatment of children in the programs or in program administration or operation.

Priority Enrollment

Children enrolled in ECDC's Federally funded space will be selected from the waiting list in the following order of priority on a first come, first served basis:

- Children of NIH employees and other Federal employees located on the NIH Bethesda Campus.
- Children of other Federal employees.
- Children of employees working in NIH facilities (e.g., NIHFCU).
- Children of others.

Trial Period

Your child is accepted for enrollment in ECDC for a trial period of one month. We will make all reasonable efforts to work with your child to help solve any adjustment problems.

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General Information

Absences

Please notify the Center if your child will be absent on a specific day. For vacations, please notify the

Center one week in advance. You are responsible for paying the full biweekly tuition when your child is enrolled in the Center, even if your child is absent due to illness or vacation.

Addresses/Telephone Numbers

The Center must be notified if there is a change in your address and/or home or office telephone numbers. The names, addresses and telephone numbers of the persons to contact in an emergency (if you are not available) must be provided. The names and telephone numbers of those persons authorized to pick up your child must also be on file. Please review all emergency card information on an annual basis.

Clothing

All outer clothing and change of clothing items should be labeled. An extra set of clothing should be available at the Center. Children should be dressed warmly during cold winter months, including boots, mittens, and snow pants on snow days and days following snow, so that children can play outdoors. We encourage children to wear casual clothing.

Toys

Toys may be brought to the Center if they are suitable for sharing with other classmates. The Center does not assume responsibility for the loss or breakage of these toys. Toy guns are not allowed.

Birthdays

The Center encourages the parents of children having birthdays to participate and to provide nutritious birthday foods for a party. Please do not send candy, gum, or other junk food. Please let the teacher know when you are planning a birthday celebration.

Health and Safety

For further details regarding health and safety issues, please refer to ECDC's [Health and Safety Manual](#)

Emergency Evacuation Policy

Children who are capable of walking will be trained how to exit the building in an orderly manner during emergencies and drills. These procedures will include establishing a "buddy" system, line drills, holding onto a rope, etc. Non-walking children will be placed in evacuation devices such as evacuation cribs on sturdy wheels and will be rolled out of the Center to our assembly point. Our child care staff will maintain an up-to-date roster of the children present. The supervisor will be responsible for verifying the safe evacuation of all children listed on the roster.

The Director will be responsible for physically checking all areas within the Center. The NIH Division of Support Services will be notified of the evacuation and its progress. Parents will not be allowed to remove a child from the Center's custody until we have accounted for all children. Parents should refrain from telephoning the Center during practice evacuation drills and emergencies. Upon evacuation of the facility, no one will be allowed to re-enter the facility until an official "all-clear" signal is given.

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All child care staff and support personnel will be trained in emergency/evacuation procedures. Emergency drills will be held at least once a month. If children need to be relocated during an actual emergency, our relocation site will be the Montgomery Aquatic Center at 5900 Executive Boulevard, Rockville, Maryland 20852.

Safety Rules

Our Center has been designed to provide children with a safe and healthy environment. The following is a list of safety rules for all programs at the Center. Please be aware of them. Discuss them with your children.

- YOU MUST PARK IN DESIGNATED PARKING SPACES. The front entrance must be clear for buses and emergency vehicles.
- Do not leave children in a car without supervision.
- Supervise your children carefully while walking in the parking lot.
- If you have made arrangements to have your child picked up by someone not listed on your child's emergency card, please notify us with the person's name and relationship to the family. The person may be required to show photo identification.

Medical Policies

Medical Requirements

Please contact the Director or Assistant Director for the appropriate health forms.

Illness

Please call the Center if your child will not be in school due to illness, and specify the illness. Do not send your child to the Center if he/she has had a fever above 101 degrees in the preceding 24 hours, or has vomiting, diarrhea, or a severe cold with constant cough and nasal discharge. If your child develops a fever above 101 degrees while at the Center or show other signs of illness, you will be requested to take him/her home.

Communicable Diseases

Parents are required to notify the Director if their child develops a communicable disease (mumps, measles, chicken pox, rubella, etc.). Health information is regularly provided by the area health departments. This information is communicated to parents regarding outbreaks and precautions for communicable diseases. If an outbreak of vaccine-preventable disease occurs, all under-immunized children (including those exempted) will be excluded from the Center for the duration of possible exposure.

Readmission Note

Absence from the Center due to a communicable illness may require a written statement from the physician before the child is readmitted to the Center. This statement may be faxed to the Center.

Medical Emergencies

Every effort will be made to contact the parents immediately in the event of an emergency. If the parents cannot be reached, the child will be taken to Shady Grove Hospital in an ambulance.

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Admission of Medication

Staff will administer prescription/non-prescription medication to a child if the following criteria are met:

- Medication order form is signed by parent/guardian, and the name and dosage of medication, dates, and/or time/conditions for administration are written on the form.
- Prescription medication must be labeled by the pharmacy or physician before the Center administers the medication.
- The parent/guardian must give the first dose of the prescribed medication.
- Non-prescription medication may be administered from its original container only once unless a licensed health practitioner approves the administration and dosage on the medication form or prescription slip for the child.
- No medication is to be placed in lunch boxes or backpacks. All medication must be given directly to ECDC staff by a parent/guardian.

Financial Policies

Budget

ECDC is committed to affordable, quality child care for all families needing services. Parent tuition provides the greatest source of operating income. Additionally, ECDC participated in the Department of Social Services Child Care Subsidy Program, the Working Parents Assistance Program, and the Montgomery State Child and Adult Food Program. Other sources of funds are derived from fundraising efforts and private contributions.

Tuition

Tuition payments are due on Mondays for the following two-week period. Payment must be mailed or delivered to the Center office by the end of the first tuition week or a \$10.00 late fee will be charged. Late fees not paid will be deleted from the tuition deposit when the child leaves the Center. Tuition payments must be made if a child is absent for vacation or illness. Fee adjustments may be possible for extended illness with approval of the Director or Assistant Director.

A two-week deposit is required and will be applied to the tuition for the last two weeks the child is in the program. Written notice must be given thirty days before the child leaves the program.

A \$25.00 fee will be charged for checks returned because of insufficient funds.

Late Payment

If the Center has not received any tuition payment by the sixth day after payment is due, the Center may refuse to admit your child until you are able to pay the amount. If the Center has not received your payment by the thirteenth day after payment is due, your child's enrollment in the Center may be terminated and his/her space will be offered to another child. You may not be entitled to a refund of your deposit.

Damage Charges

You may be held financially responsible for any property damage due to destructive behavior of your child.

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Grievance Procedure

Grievance complaints are best handled informally and expediently between the involved parties. ECDC staff are interested in providing the best service to your family, so feel free to communicate your concerns, no matter how small. If the problem is not successfully resolved through communication with the staff and Director, a parent member of the ECDC Personnel Committee can serve as an arbitrator. If the problem is not resolved, a meeting of the Personnel Committee will submit its recommendations to the Board of Directors. If you are still not satisfied with the outcome after following the above procedures, you may contact the NIH Child Care Program Specialist, WEPB, DSS, ORS on (301) 402-8180 to discuss your situation and receive consultation. The NIH Child Care Program Specialist does not have the authority to overrule a judgment decision made by the Board of Directors/Trustees, however they can offer their assistance to the Board in identifying alternate resolution tactics for future similar issues should they arise.